

APPENDIX E

PARAEDUCATOR PORTFOLIO (To be developed locally.)

PARAEDUCATOR TRAINING

Sample Letter of Verification

This is to verify that _____ has completed training in the following competency areas:

Competency Area	Hours Required	Hours Received	Date
1.3 Orientation Training	5	_____	_____
1.4.1 The Implementation of Effective Paraeducator Practices in Educational Settings	3	_____	_____
1.4.2. Student Support Concepts	3	_____	_____
1.4.3. Human Growth and Development	3	_____	_____
1.4.4. Utilizing Effective Instructional Strategies to Serve Students with Disabilities in Integrated Settings	3	_____	_____
1.4.5. Strengthening Behaviors	3	_____	_____
1.6 Additional Topics List Specific Topic:	4 hrs annually	_____	_____

Date Training Completed_____

Signature of Trainer_____

Signature of Paraeducator_____

SAMPLE PARAEDUCATOR TRAINING/INSERVICE RECORD

Name _____

Location(s) _____

Position _____

Training/Inservice (describe)	Location	Date	Time	Initials

PARAEDUCATOR: SAMPLE JOB DESCRIPTION

I. Paraeducator's Name:

Social Security No.

FTE:

Supervisor:

II. Description of the situation that requires the hiring of the paraeducator.

III. Job Description (Specific duties to be carried out by the paraeducator):